

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

June 1 – June 30, 2010

**Submitted
to**

**U.S. Environmental Protection Agency
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San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



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Table of Contents

I. TASK ACCOMPLISHMENTS	1
Task 1: Project Management	1
1.1 Manage the Contract.....	1
1.2 Closeout of the Contract	1
Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding.....	1
2.1 Organizing and Indexing	1
2.2 Document Pick-up, Processing, File Management, and Storage	2
2.3 Scanning	2
2.4 SCAP Support and WasteLAN Data Entry	3
2.5 Financial Documentation/Cost Recovery Packaging.....	3
2.6 Recycling and Shredding	3
Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production.....	8
3.1 Reference, Search, and Circulation Service.....	8
3.2 Freedom of Information Act (FOIA)	8
3.3 Photocopy and Redaction Service	9
3.4 CD-ROM Service	9
3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters	9
Task 4: Administrative Records (ARs) and Special Collections Management.....	11
4.1 Administrative Records	11
4.2 Work-Performed Compilations.....	11
4.3 Electronic Media and Microfilm Management.....	11
Task 5: Manage the Day-to-Day Operations of the Superfund Records Center	12
Task 6: Training and Orientation.....	12
Task 7: Online Operations and Internet Support	13
Task 8: Attend Meetings and Teleconferences	13
Task 9: Assist Region 9 with Implementing ECMS	14
9.1 Assist with Training End Users.....	14
II. DIFFICULTIES ENCOUNTERED.....	14
III. PERSONNEL ACTION	14
IV. SUMMARY OF TECHNICAL DIRECTION.....	14
V. STATISTICS	15
VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS	16

VI. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK.....	17
Task 1: Project Management	17
1.1 Manage the Contract	17
1.2 Close-Out of the Contract	17
Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding.....	17
2.1 Organizing and Indexing	17
2.2 Document Pick-up, Processing, File Management, and Storage	17
2.3 Scanning	17
2.4 SCAP Support and WasteLAN Data Entry	17
2.5 Financial Documentation/Cost Recovery Packaging.....	18
2.6 Recycling and Shredding	18
Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production.....	18
3.1 Reference, Search, and Circulation Service.....	18
3.2 Freedom of Information Act (FOIA)	18
3.3 Photocopy and Redaction Service	18
3.4 CD-ROM Service	18
3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters	18
Task 4: Administrative Records (ARs) and Special Collections Management.....	18
4.1 Administrative Records	18
4.2 Work-Performed Compilations.....	18
4.3 Electronic Media and Microfilm Management.....	18
Task 5: Manage the Day-To-Day Operations of the Superfund Records Center.....	19
Task 6: Training and Orientation	19
Task 7: Online Operations and Internet Support	19
Task 8: Attend Meetings and Teleconferences	19
Task 9: Assist Region 9 with Implementing ECMS	19
9.3 Assist with Maintaining the Organizational Chart Information in the ECMS System.....	19

**EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9**

**Monthly Report
June 2010**

**TOAM: Elaine Chan
PM: Anne Bonham**

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on June 4.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on June 14.

The Records Center Performance Measurements Reports were submitted to the TOAM on June 4.

A report on the status of ECMS Extender was submitted to the TOAM & Richard Martin, Region 9 Records Liaison Officer on June 25.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,225 documents and edited 2,047 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

The site assessment Librarian IV received 17.8 lft of new documents, of which 13.4 lft were federal facilities documents, and processed 30 new sites.

Circulation Department staff shelf-read approximately 297.5 lft. of site files during the month.

The site assessment Librarian IV performed quality assurance on 2 site files, shifted 2 lft of files to make room for returned documents, and shelfread the entire site assessment collection (406 lft).

To ensure the accuracy and consistency of database searches, a Librarian IV completed the 3rd quarter quality-assurance review of new personal and organizational name authority file entries.

The site assessment Librarian IV received .6 lft of Oil Facility Response Plan documents, and worked 4.6 hours on the collection.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

97.3 lft. of documents were picked up from EPA regional offices. 15 Transfer of Records forms were processed.

34.8 lft. of documents were retrieved from the FRC. 28.7 lft. of documents were returned to the FRC.

26 new accessions (250 lft.) were sent to the FRC this month.

Staff performed physical preparation of documents (such as removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the following Administrative Records or special collections:

Tucson International Airport Area (3.75 lft.)

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated June 16.

FRC Storage Report, updated June 16.

On-Site Storage Report, updated June 16.

Contracts On-Site Storage Report, June 3, 11, 25.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 2,857 documents (95,572 pages) during June and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 4 SCAP accomplishment documents during June.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Eleven Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
01	0934	ATLAS ASBESTOS MINE
00	091A	LEVIATHAN MINE (3 pkgs)
00	09PU	LEVIATHAN MINE
00	09QN	MCCLELLAN AIR FORCE BASE
06	0919	PHOENIX-GOODYEAR AIRPORT AREA
03	09L6	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
02	09N1	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
04	09N1	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
06	0919	PHOENIX-GOODYEAR AIRPORT AREA

Staff retrieved 14 cost packages/financial documents for EPA staff during June.

The Cost Package Documentation Index was updated on June 3, 11, 25.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 5.7 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
0900	N/A	4060-4062 HOLLIS ST (BROWNFIELDS)
09JC	00	A-AMERICAN ENVIRONMENTAL L L C
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
09NE	00	AIRCRAFT PLATING CO. INC
09FL	01	ALAMEDA NAVAL AIR STATION
094Y	00	ALARK HARD CHROME
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09SZ	00	AMERICAN SAMOA AG CHEMICAL DISPOSAL PROJECT
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	03	ANACONDA COPPER CO (YERINGTON)
09GU	04	ANACONDA COPPER CO (YERINGTON)
092Q	01	ANDERSEN AIR FORCE BASE
09C6	00	APACHE POWDER CO
09JS	01	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
09KU	01	ATLAS ASBESTOS MINE
09PP	00	AUCLAIR DUMP SITE
09JW	00	B.F. GOODRICH
0900	N/A	BAKERSFIELD REFINERY
09Q4	01	BARSTOW MARINE CORPS LOGISTICS BASE
092Y	00	BEAN & COMPANY
0900	00	BERKELEY IND COURT
0961	00	BKK SANITARY LDFL
09MM	00	BLUE LEDGE MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09R6	00	CARSON RIVER MERCURY SITE
09R6	02	CARSON RIVER MERCURY SITE
09GY	00	CASMALIA PHASE II
09GY	01	CASMALIA PHASE II
093H	01	CASMALIA RESOURCES
09AQ	00	CENTRAL EUREKA MINE
0900	00	CENTRAL VLY FERTILIZER CO INC 2
09MU	00	CHINO AIRPORT RADIUM DIALS
0900	00	CITIZENS UTILITIES
0900	N/A	CITY OF EMERYVILLE (BRN)
0935	00	COALINGA ASBESTOS MINE
0945	00	COAST WOOD PRESERVING
0900	00	COMMERCIAL ELECTROPLATING
09H3	01	CONCORD NAVAL WEAPONS STATION
0900	N/A	COOLEY LANDING (BROWNFIELDS)
091N	01	COOPER DRUM
091N	02	COOPER DRUM
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
0900	00	CRAFTON REDLANDS AREA
09H5	01	CTS PRINTEX, INC.

SSID	OU	SITE NAME
09JT	01	CYPRUS TOHONO MINE
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09AG	00	DEL MONTE CORP. (OAHU PLANTATION)
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
0933	01	DEL NORTE PESTICIDE STORAGE
09HB	00	DENOVA ENVIRONMENTAL INC.*
095F	00	DODSON BROTHERS OIL COMPANY
0900	00	EVERBRIGHT CORP (FINA SISU)
0900	N/A	FERNLEY FLOOD HOUSEHOLD HAZARDOUS WASTE
09KE	00	FORD CITY BURN DUMP
09Q6	00	FORT ORD
09Q6	01	FORT ORD
09H7	00	FRESNO MUNICIPAL SANITARY LANDFILL
094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER*
0900	00	GENERAL CONTROL CO
0900	N/A	GREENWAY AT 59TH STREET (BRN)
Z900	N/A	GREKA 6802 PALMER ROAD
Z900	N/A	GREKA BELL LEASE COMPLEX SPILL
Z900	N/A	GREKA CAL-60
Z900	N/A	GREKA OIL & GAS INC BELL 3 RELEASE
Z900	N/A	GREKA SECURITY LEASE
Z900	N/A	GREKA UCAL 98 SPILL
Z900	N/A	GREKA UCAL ROAD SPILL SITE
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
0900	00	HANFORD FOUNDRY CO
091X	00	HAWAIIAN WESTERN STEEL LIMITED
09BL	00	HICKAM AIR FORCE BASE
0900	N/A	HORTON LANDING PARK (BRN)
0900	00	ICORE INTERNATIONAL
0920	00	INDIAN BEND WASH NORTH
0920	01	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
09G6	01	INDIAN BEND WASH SOUTH
09G6	03	INDIAN BEND WASH SOUTH
09G6	07	INDIAN BEND WASH SOUTH
09G9	01	INDUSTRIAL WASTE PROCESSING
09NB	00	INDUSTRIAL ZINC PLATERS INC.
09SM	00	INGOMAR AMMUNITION
0900	00	INNERCONN TECHNOLOGIES
09J2	01	INTERSIL INC./SIEMENS COMPONENTS
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
0917	01	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
092U	00	JET PROPULSION LABORATORY
09LQ	00	KIRK-RICH DIALS
09FM	00	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
0900	00	KOPPERS CO INC WILMINGTON
0900	N/A	LA JOLLA INDIAN RESERVATION HOUSEHOLD HAZARDOUS WASTE
093Y	00	LAVA CAP MINE

SSID	OU	SITE NAME
093Y	01	LAVA CAP MINE
091A	00	LEVIATHAN MINE
09PU	00	LEVIATHAN MINE
097H	00	LOCKHEED PROPULSION CO
098N	00	LONG BEACH NAVAL STATION
0989	01	LORENTZ BARREL & DRUM CO
0989	02	LORENTZ BARREL & DRUM CO
09LD	01	LOS ANGELES FIREWORKS
0900	N/A	LUST INDIAN COUNTRY PROJECT
09N6	00	MARCH AIR FORCE BASE
09N6	01	MARCH AIR FORCE BASE
098P	00	MARE ISLAND NAVAL SHIPYARD
098P	02	MARE ISLAND NAVAL SHIPYARD
09TA	00	MARIANO LAKE AUM SITE
0965	01	MATHER AIR FORCE BASE
0941	01	MCCLELLAN AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
09KM	00	MCCLEUR TAILINGS
0904	01	MCCOLL
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09TL	00	MCDERMITT MINE
09BZ	00	McFARLAND STUDY AREA
09M6	00	MEW STUDY AREA
09M6	01	MEW STUDY AREA
0946	00	MGM BRAKES
09EW	00	MINEREC MINING & CHEMICAL
09J4	01	MODESTO GROUND WATER CONTAMINATION
09J4	02	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09CA	06	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09BE	19	MOTOROLA, INC. (52ND STREET PLANT)
0900	N/A	NAVAJO BLACK JACK MINE #2
0900	00	NAVAL SUPPLY CENTER PT MOLATE SITE
0900	N/A	NET CORPORATION DBA PACIFIC COAST
097G	00	NEVADA TEST SITE
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
0905	01	NINETEENTH AVENUE LANDFILL
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
097W	00	ONSTOTT DUSTERS INC. -YUBA CITY
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09NY	00	PACIFIC AEROSPACE SERVICES, INC

SSID	OU	SITE NAME
09J6	01	PACIFIC COAST PIPELINES
09LL	00	PACIFIC WASTE DISPOSAL SERVICES
099K	01	PEMACO MAYWOOD
096G	00	PHELPS DODGE VERDE MINE
0919	00	PHOENIX-GOODYEAR AIRPORT AREA
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
09EG	00	PRC PATTERSON
09LX	00	PRESERVATION AVIATION
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
09X3	01	RALPH GRAY TRUCKING
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
0998	00	RHONE-POULENC, INC./ZOECON CORP
09LC	00	RINCONADA MINE
09BY	00	RIO TINTO COPPER MINE
09J7	00	RIVERBANK ARMY AMMUNITION DEPOT
0900	N/A	RUBY #3 MINE
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)*
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09SF	04	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	02	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0900	00	SAUGUS INDUSTRIAL CENTER (FORMER KEYSOR CENTURY CORP)
09P9	03	SCHOFIELD BARRACKS
0944	00	SELMA TREATING CO
0980	01	SHARPE ARMY DEPOT
09LN	00	SHELDON MINE
097X	00	SIERRA PACIFIC INDUSTRIES (HAYFORK)
09SY	00	SKYLINE AUM WASTE PILE SITE
0900	N/A	SO CA WILDFIRES 2007 (FEMA-1731-DR)
095U	00	SOBEX INC
09J8	01	SOLA OPTICAL USA, INC
0942	00	SOUTH BAY ASBESTOS
0942	02	SOUTH BAY ASBESTOS
09D7	00	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09D7	01	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)

SSID	OU	SITE NAME
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
0901	01	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
0900	N/A	TOHONO O'ODHAM NATION (BRN)
09Q5	01	TRACY DEFENSE DEPOT
098R	00	TREASURE ISL NAVAL STATION
09FW	00	TROJAN PLATING SHOP
09RF	00	TUBA CITY ABANDONED LDFL
091C	00	TUCSON SOURCES
091C	01	TUCSON SOURCES
09R3	00	UNITED HECKATHORN CO
09K5	01	VALLEY WOOD PRESERVING INC.
099X	00	VERDESE CARTER PARK
0900	00	WAIKANE TRAINING AREA
0900	00	WAKE ISLAND AIRFIELD
09C1	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
0901	N/A	WENO PESTICIDE SITE
09SU	00	WEST OAKLAND LEAD REMOVAL
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
09Q1	01	WILLIAMS AIR FORCE BASE
09QC	00	YOSEMITE CREEK SEDIMENT

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 85 requests for documents, performed 579 database searches in SDMS2, and provided 3,319 documents for EPA and other requesters.

Thirty-seven indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on June 2 and June 3, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 9 FOIA requests totaling 14.25 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 1,503 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 950 pages from SDMS-C.

At the request of Case Developer Linda Ketellapper 12 documents from the Omega Chemical Corp. site file were redacted in preparation for the upcoming AR.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 27 requests for documents on CD-ROMs. 271,035 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

Staff scanned, entered into SDMS-C, copied to CD-ROM, and mailed to EPA Headquarters the RODs, ESDs, and/or ROD Amendments for the following sites:

ALAMEDA NAVAL AIR STATION
HASSAYAMPA LANDFILL
LABORATORY FOR ENERGY-RELATED HEALTH RESERCH/OLD CAMPUS
LANDFILL
TREASURE ISLAND NAVAL STATION-HUN PT AN

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0900	N/A	AMBASSADOR LAUNDRY (BROWNFIELDS)
09DJ	00	AMCO CHEMICAL
09GU	01	ANACONDA COPPER CO (YERINGTON)
0900	N/A	APARTMENT BLDG (BROWNFIELDS)

SSID	OU	SITE NAME
09JW	00	B.F. GOODRICH
0970	01	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
0961	00	BKK SANITARY LDFL
09MM	00	BLUE LEDGE MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
0900	00	COLUMBUS COATED FABRICS
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0900	N/A	E PALO ALTO RAVENSWOOD INDUSTRIAL REDEVELOPMENT
(BROWNFIELDS)		
0972	01	FIRESTONE TIRE & RUBBER CO - SALINAS PLANT
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
094R	01	FRONTIER FERTILIZER
0900	00	KERR-MCGEE CHEM CORP
093Y	01	LAVA CAP MINE
091A	00	LEVIATHAN MINE
09PU	00	LEVIATHAN MINE
0947	01	LIQUID GOLD OIL CORP RICHMOND
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09M6	01	MEW STUDY AREA
0987	01	MICRO STORAGE/INTEL MAGNETICS
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
0915	00	MOUNTAIN VIEW MOBILE HOME ESTATES
09K7	00	NEW IDRIA MERCURY MINE
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09NY	00	PACIFIC AEROSPACE SERVICES, INC
09J6	01	PACIFIC COAST PIPELINES
099K	01	PEMACO MAYWOOD
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09X3	01	RALPH GRAY TRUCKING
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	00	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
09BU	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	01	SAN GABRIEL VALLEY (AREAS 1-4)
0942	01	SOUTH BAY ASBESTOS
091C	00	TUCSON SOURCES
096Y	01	TUCSON WEST CAP
09R3	00	UNITED HECKATHORN CO
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in June:

Mariano Lake AUM Site Removal AR, sent June 1
San Fernando Valley (Area 2) Drilube-Wilson Site Removal AR, sent June 3
Del Amo Soil & NAPL OU AR, sent June 11
Cove Navajo Radioactive Structure Site Ceiling Increase #2 Removal AR, sent June 14

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Four work-performed compilations were created or updated during June for the following sites:

OU	SSID	Site Name
01/03	0926	MONTROSE CHEMICAL CORP
06	0919	PHOENIX-GOODYEAR AIRPORT AREA
03	09R8	PHOENIX-GOODYEAR AIRPORT AREA
05	094X	SAN GABRIEL VALLEY (AREAS 1-4)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 9 collections

Electronic files attached to E-mails: 62 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09JW	00	B.F. GOODRICH
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09X6	00	HALACO ENGINEERING CO
09TA	00	MARIANO LAKE AUM SITE
09TA	04	MARIANO LAKE AUM SITE
09M6	00	MEW STUDY AREA
0987	00	MICRO STORAGE/INTEL MAGNETICS
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
09TJ	00	NUWAY DRY CLEANERS
09BC	02	OMEGA CHEMICAL CORP
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09QY	00	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
091C	00	TUCSON SOURCES*
096Y	00	TUCSON WEST CAP

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The Assistant PM held an all-hands staff meeting on June 22.

The PM held a Managers/Supervisors meeting on June 10.

The PM held a Scanning Department meeting on June 8.

The PM held a Cost Recovery Department meeting on June 8.

The RMS IV/Assistant Manager held meetings with special projects staff on June 14 and 16.

The RMS IV/Circulation Department Supervisor held a departmental meeting on June 15 & 24.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on June 17.

The PM purchased supplies and/or equipment during June as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

No training requested in June.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On June 10, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Andy Terry to resolve SRC staff's FDCC Internet Explorer setting problems which prevented access to SDMSc/JCIA. The problem was successfully resolved.

An RMS IV/IS III coordinated with Bob Zucker & John Snaauw to upgrade to Symantec Endpoint Protection software on the SFREC server and all workstations. All workstation have been successfully upgraded June 21 and the server upgrade is under way.

An RMS IV/IS III coordinated with Mark Bickel and Bob Zucker to resolve an issue caused by the SDMSc server not mapping our SDMSc drive and the DNS server not resolving and mapping the S drive correctly. The problem was successfully resolved by re-writing the login script to map the IP address of the SDMSc server instead of the server name June 17.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:
INTEL CORP (SANTA CLARA III), CAT000612184, Remedial AR
INTEL CORP (SANTA CLARA III), CAT000612184, Suppl #1 Remedial AR
MARIANO LAKE AUM SITE, NNN000908585, Removal AR
SAN FERNANDO VALLEY (AREA 2) DRILUBE-WILSON SITE, CAD980894901, Removal AR
DEL AMO, CAD029544731, Soil & NAPL OU Remedial AR
COVE NAVAJO RADIOACTIVE STRUCTURE SITE, NNN000908603, Ceiling Increase #2 Removal AR

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM, RMS IV/Assistant Manager, and RMS IV/Head Indexer attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on June 24.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in July.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

9.1 Assist with Training End Users

At the request of the TOAM, a Librarian IV gave 1 introductory ECMS presentation to EPA staff in June.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 31 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 3 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
3,020	75.3 lft.	274.5 lft.

Inventories

Records Surveyed	Year to Date
18.1 lft.	215 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
250 lft.	0 lft.	0 lft.	1,083.8 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
51	4	0	0	16	0	0	8	79

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 09HB, OU 00, DENOVA ENVIRONMENTAL INC.

One Librarian IV/Records Librarian performed indexing (496 documents, 1.80 linear feet) and three RMS II/Scanning Specialists performed scanning (4,926 pages) in order to complete work request #90213-1710 submitted by E. Chan. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 147.7 hours were expended on this effort during the month.

SSID 094R, OU 01, FRONTIER FERTILIZER

One Librarian IV/Records Librarian performed indexing (260 documents, 1.25 linear feet) and two RMS II/Scanning Specialists performed scanning (9,031 pages) for documents submitted by B. Arthur. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 81.1 hours were expended on this effort during the month.

SSID 0959, OU 00, SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

Three RMS II/Scanning Specialists performed scanning (26,079 pages) in order to retire older docs to the FRC. A total of 118.4 hours were expended on this effort during the month.

SSID 091C, OU 00, TUCSON SOURCES

One Librarian IV/Records Librarian and one RMS IV/Assistant Program Manager performed analysis of list of AZ state docs at repository and three RMS II/Scanning Specialists performed scanning (9,120 pages) for AR conversion project (work request #110301-0912 submitted by E. Chan). An RMS II/Scanning Specialist burned ARs to disc. An RMS IV/Assistant Program Manager also prepared AR deliverables. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 160 hours were expended on this effort during the month.

VI. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on 06/04/10.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were submitted to the TOAM on 6/14/10.

The Records Center Performance Measurement Reports were submitted to the TOAM on 06/04/10.

The CBI Circulation/Disclosure Reports were generated and submitted to the TOAM on 06/02/10.

The PM met with the TOAM on 4/15/10 to review the monthly reports and to verify the status of the Contract.

The Site Assessment Procedures Manual was updated on 2/19/10.

1.2 Close-Out of the Contract

No activity has occurred under this subtask to date.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

2.1 Organizing and Indexing

22,939 documents have been indexed and quality assured in SDMS-C as of 6/30/10.

2.2 Document Pick-up, Processing, File Management, and Storage

298.2 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 6/30/10.

102.3 lft. of records have been retrieved from the FRC in response to EPA requests as of 6/30/10.

1083.81 lft. of records have been organized and sent to the FRC as of 6/30/10.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were updated on 6/16/10.

2.3 Scanning

18,875 documents (545,945 images) have been scanned into SDMS-C as of 6/30/10.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 28 SCAP accomplishment documents as of 6/30/10.

2.5 Financial Documentation/Cost Recovery Packaging

158 Financial Cost Documentation Packages have been processed as of 6/30/10.

2.6 Recycling and Shredding

77.6 lft. of documents have been recycled/shredded as of 6/30/10.

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

49,402 documents have been provided to EPA staff or the public as of 6/30/10.

312 site file indices/databases have been generated in response to EPA requests as of 6/30/10.

3.2 Freedom of Information Act (FOIA)

As of 6/30/10, circulation staff has provided support for 41 FOIA requests. Billing data for 90.3 hours have been submitted to EPA.

3.3 Photocopy and Redaction Service

Staff copied on-site a total of 14,384 non-FOIA-related pages for EPA and other requesters and sent approximately 10,054 pages off-site to a copy service.

57 site file documents have been redacted for release as of 6/30/10.

3.4 CD-ROM Service

527 CD-ROMs or CD-ROM sets containing 2,238,956 images have been produced and supplied to EPA staff or the public as of 6/30/10.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

16 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 6/30/10.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

23 Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 6/30/10.

The Oakland Public Library West Oakland Branch was called for information on 12/22/09 and the Repositories database was updated on 12/22/09.

4.2 Work-Performed Compilations

39 work-performed compilations have been completed as of 6/30/10.

4.3 Electronic Media and Microfilm Management

652 copies of special collections were produced in electronic format as of 6/30/10.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

Operation and maintenance of the Records Center continued as of 6/30/10.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 6/30/10.

Equipment/supplies were purchased on 6/23/10.

Task 6: Training and Orientation

EPA grantee Peter Tran was provided SDMS-C training on 1/11/10.

RPM Matt Salazar received training/orientation to the Records Center on 1/07/10.

A tour of the Records Center for visitors was completed on 3/16/10.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage on 6/10/10.

Assistance with technical problems was provided to EPA staff person Vera Sheykheto on 3/16/10.

Staff posted indices, introductions, and lists of acronyms for Region 9 ARs on the Internet on 6/24/10.

Task 8: Attend Meetings and Teleconferences

Staff attended national Superfund Records Manager/SDMS-C Workgroup teleconference meetings on 4/15, 5/20, and 6/24/10.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS**9.1 Assist with Training End Users**

At the request of the TOAM, a Librarian IV gave 3 introductory ECMS presentations to EPA staff as of 6/30/2010.

9.3 Assist with Maintaining the Organizational Chart Information in the ECMS System

At the request of the TOAM, a Librarian IV spent 2.5 hours maintaining Organization Chart information in the ECMS system as of 6/30/2010.

9.7 Attend ECMS Meetings & Teleconferences

On January 19 staff attended an ECMS Records Admin Tool Advanced Features Training teleconference.